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October 12, 1943

FINANCE AND ACCOUNTS DIVISION MEMORANDUM NO. B-37

To: Chiefs, Regional Fiscal Divisions  
Chief, Fiscal Division, Caribbean Area

From: George C. Hoffman, Assistant Chief, Accounting Management  
Section, Finance and Accounts Division

Subject: Delegation of Retirement Procedure

Effective July 1, 1943, the following functions and responsibilities with respect to the administration of the Civil Service Retirement Act as it relates to regional employees and employees of the Caribbean Area were delegated to the Regional Fiscal Division and to the Fiscal Division in the Caribbean Area:

1. Preparation of the fiscal side of the Civil Service Retirement Record Card (CSC Form 2806).
  - (a) At the present time the Forms 2806 are in the custody of the Washington Personnel and Fiscal Divisions where they are being posted up to the respective dates on which the various payrolls are transferred to the Regional Offices. When postings are completed the forms will be forwarded to the Regional Personnel Divisions and to the Personnel Division, Caribbean Area.
  - (b) If additional fiscal postings are necessary when the forms are received by the Regional Personnel Divisions, they should be forwarded to the Regional Fiscal Division where the postings will be made. The employee making the postings will initial the forms and return them to the Regional Personnel Division.
  - (c) At the end of the fiscal year, the Regional Personnel Division should forward to the Regional Fiscal Division all Forms 2806 of currently employed persons for posting of appropriate entries. In the event an employee should terminate his services or should transfer to another Region prior to the end of the fiscal year, the Form 2806 should be forwarded at once to the appropriate Regional Fiscal Division for posting of appropriate entries.

- (d) When the fiscal entries have been completed the person in charge of the Retirement Record Cards shall place his initials in the "remarks" column on the last line on which an entry has been made by the Regional Fiscal Division. Forms 2806 should then be returned to the respective Personnel Division.
- 2. Preparation of Register of Adjustments (CSC Form 2807-1).
  - (a) This form is to be prepared at the end of the fiscal year if adjustments are necessary.
- 3. In collaboration with the Regional Personnel Division the Regional Fiscal Division will fill in Items 2, 6, 7, 9, 10 and 12 on the "Annual Summary of Retirement Fund Transactions" (CSC Form 2807-2).
  - (a) This form is to be prepared at the end of each fiscal year.

Instructions for the preparation of the above mentioned documents will be forwarded to you soon.

*George C. Hoffman*